



Manor College Withdrawal from College/Leave of Absence Form

The decision to withdraw from college/take a leave of absence is serious and should be made with a full understanding of the implication. Each student must contact their Academic Advisor, Financial Aid Office, Library Director, and the Office of Academic Affairs to review the financial and academic ramifications prior to withdrawing.

Name: _____ Manor ID Number: A00000 _____

Major: _____ Date of Birth: _____

Address: _____ City/State/Zip: _____

Manor Email Address: _____ Contact Number: _____

Reason for Withdrawal

Academic Difficulty	<input type="checkbox"/>	Military	<input type="checkbox"/>	Dismissed(Institution)	<input type="checkbox"/>
Loss of Interest	<input type="checkbox"/>	Personal/Medical	<input type="checkbox"/>	Academic Suspension	<input type="checkbox"/>
Employment	<input type="checkbox"/>	Transfer	<input type="checkbox"/>	Leave of Absence**	<input type="checkbox"/>
Financial, Loss of Aid	<input type="checkbox"/>	Dismissed (Academic)	<input type="checkbox"/>	Relocation	<input type="checkbox"/>

****Students who have an urgent need to discontinue their studies are allowed to have a leave of absence from the College of up to one term by submitting this form and being granted approval by the Assistant Dean of Academic Support & Retention. At the end of the leave of absence period a student may return to the College by being formally readmitted. The student is still responsible for tuition and fees during a leave of absence.**

Last Date of Attendance: _____ Grade Point Average _____

Do you plan to return to Manor College? circle one. NO YES When?

Withdrawal/Leave of Absence Begins: circle one. Midterm End of Term

I acknowledge that I am liable for all unpaid tuition and fees. I acknowledge that any library books, sporting equipment, or loaned materials must be returned immediately or I will be charged accordingly for those materials. I acknowledge that I have spoken with my advisor, an officer in Financial Aid, and the Academic Affairs Office to discuss my options to stay at Manor College with a reduced course load.

By SIGNING YOUR NAME, you confirm that the information on this form is true, you have read the above terms and conditions, that you understand them, and that you agree to be bound by them by way of signature. *

STUDENT SIGNATURE:

DATE:

Registrar Approved:

Scanned/Attached:

12.10.18